

# **MILITARY PROPERTY ACCOUNTABILITY**

**Assist the commander in  
maintaining accountability of unit  
property.**

# **KEY GENERAL REQUIREMENTS**

- **All persons entrusted are responsible for property use, care, custody, and safekeeping.**
- **Responsibility for property can restrict duty assignment.**
- **Remotely located property requires: records identifying location and person(s) responsible.**

# **KEY GENERAL REQUIREMENTS (CONT)**

- Army property is not for private use sale, loan, exchange, or given as a gift.
- Regulations prohibit giving or accepting documentation to cover articles unaccounted for.

# **RESPONSIBILITY**

**OBLIGATION TO ENSURE PROPER  
USE, CARE, CUSTODY, AND  
SAFEGUARDING OF PROPERTY  
OR FUNDS ENTRUSTED TO YOUR  
POSSESSION, COMMAND, OR  
SUPERVISION.**

# **COMMAND RESPONSIBILITY**

**OBLIGATION OF A COMMANDER  
TO ENSURE PROPER USE, CARE,  
CUSTODY, AND SAFEGUARDING  
OF ALL GOVERNMENT PROPERTY  
WITHIN HIS OR HER COMMAND.**

# **SUPERVISORY RESPONSIBILITY**

**OBLIGATION OF A SUPERVISOR  
TO ENSURE PROPER USE, CARE,  
CUSTODY, AND SAFEGUARDING  
OF ALL GOVERNMENT PROPERTY  
ISSUED TO OR USED BY HIS OR  
HER SUBORDINATES.**

# **DIRECT RESPONSIBILITY**

**OBLIGATION OF A PERSON TO  
ENSURE PROPER USE, CARE,  
CUSTODY, AND SAFEKEEPING OF  
PROPERTY SIGNED FOR.**

# **CUSTODIAL RESPONSIBILITY**

**OBLIGATION OF A PERSON FOR  
PROPERTY IN STORAGE  
AWAITING ISSUE OR TURN-IN TO  
ENSURE PROPER CUSTODY AND  
SAFEKEEPING OF THE  
PROPERTY**

# **PERSONAL RESPONSIBILITY**

**OBLIGATION OF A PERSON TO  
EXERCISE REASONABLE AND  
PRUDENT ACTIONS TO PROPERLY  
USE, CARE FOR, AND  
SAFEGUARD ALL GOVERNMENT  
PROPERTY IN HIS OR HER  
POSSESSION.**

# **INVENTORY PROCEDURES**

- **Receipt/issue of property inventory.**
- **Change of HRH inventory.**
- **Change of responsible officer-USAR.**
- **Tool room inventory.**
- **Annual/cyclic inventory.**

# **INVENTORY PROCEDURES (CONT)**

- **Annual PBO inventory.**
- **Sensitive item inventory.**
- **Weapons and ammunition inventory.**
- **Classified COMSEC equipment inventory.**

# **PERIODIC INVENTORY REQUIREMENTS**

## **Monthly**

### **ACTIVE ARMY**

- Weapons by Serial Number.**
- Ammunition by DODIC, Lot , and**

**Serial Number.**

R654/OCT 04/VGT-12

### **ARNG AND USAR**

- Physical count of weapons.**
- Ammunition by DODIC, Lot , and**

**Serial Number.**

**• Class 3**

# **PERIODIC INVENTORY REQUIREMENTS**

**Quarterly**

## **ACTIVE ARMY**

- **Inventory  
Sensitive  
Items.**
- **PLL.**

## **ARNG AND USAR**

- **Inventory  
weapons  
by Serial  
Number.**
- **Inventory  
Sensitive  
Items.**

# **PERIODIC INVENTORY REQUIREMENTS**

**Semiannually**

## **ACTIVE ARMY**

- Inventory and Review Basic and Operational Loads.**
- Tool Room/Crib**

## **ARNG AND USAR**

- Inspect and Review PLL.**
- Inventory and Review Basic and Operational Loads.**

# **PERIODIC INVENTORY REQUIREMENTS**

**Annually**

## **ACTIVE ARMY**

- **100% Unit  
Property  
Inventory.**
- **Hand Receipt  
Holder.**

## **ARNG AND USAR**

- **100% Unit  
Property  
Inventory.**
- **OCIE.**
- **Hand Receipt  
Holder**